

Library of Congress Office of Scholarly Programs / John W. Kluge Center
GENERAL APPLICATION FORM FOR RESIDENT RESEARCH PROGRAMS

Indicate the 2004/2005 program for which you are applying (select **one only**, per application); deadlines are strictly observed:

- G **Larson Fellowship program** Deadline: May 15 (6-12 months residency)
- G **Kluge Fellowship program** Deadline: August 15 (6-11 months residency)
- G **Rockefeller Fellowship program** Deadline: September 30 (5-10 months residency)
- G **Kissinger Chair program** Deadline: October 1 (10 months residency)
- G **LC Kluge Staff Fellowship program** (Open to Library of Congress staff **ONLY**) Deadline February 14 (12 months residency)

Part 1. PERSONAL INFORMATION

NAME Last: _____ First: _____ Middle: _____

HOME ADDRESS

Number and Street: _____

City: _____ State: _____ ZIP or Postal code: _____ Country: _____

TELEPHONE, FAX, EMAIL

Home phone: _____ Work phone: _____ Cell phone: _____

Fax number: _____ Primary Email address: _____

CURRENT POSITION

Position/Title/Rank: _____

Discipline (Indicate discipline associated with your position title, e.g., Professor of History): _____

Department: _____

Name of Institution or Organization: _____

Number and Street / Building: _____

City: _____ State: _____ ZIP or Postal code: _____ Country: _____

DATE _____ **AND PLACE OF BIRTH:** _____

COUNTRY OF CITIZENSHIP: _____ **COUNTRY OF PERMANENT**

RESIDENCE (if different from country of citizenship): _____

SOCIAL SECURITY NUMBER (if U.S. citizen or permanent resident): _____

If NOT a U.S. citizen or permanent resident---

Social Security number or ITIN number (indicate which; if None, so indicate): _____

What were the dates of your last visit to the U.S. (if No prior visits, please indicate): _____

What visa did you use for your last U.S. visit (B-1, J-1, etc.): _____

If a J-1 visa was used, indicate your visitor category (e.g., scholar/researcher, specialist, government visitor, short-term scholar, etc.): _____

Part 2. EDUCATIONAL BACKGROUND

ATTACH A CURRICULUM VITAE indicating major prior scholarship, awards, etc.

MONTH AND YEAR YOUR PH.D. DEGREE WAS AWARDED (you **MUST** supply both):

Month: _____ Year: _____. If you do not have a Ph.D. degree, indicate your highest degree earned here _____, and the month _____ and year _____ it was awarded.

Applications from candidates whose degrees were awarded more than seven years prior to the application deadline will be deemed ineligible. (This requirement does not apply to either Rockefeller or LC Staff applicants). Exceptions are made for persons whose academic careers were interrupted for reasons related to family, illness, or military service. If you are claiming such an exception, please explain the circumstances in a separate statement.

Part 3. SUBJECT / LANGUAGE EXPERTISE

TOPICAL FOCUS OF PROPOSED RESEARCH (e.g., Literary culture in Hungary): _____

GEOGRAPHICAL REGION AND / OR LANGUAGE(S) OF PROPOSED RESEARCH: _____

LANGUAGE EXPERTISE (Indicate appropriate language level):

English Reading: ____ Excellent; ____ Fair; ____ Poor.

Writing : ____ Excellent; ____ Fair; ____ Poor.

Speaking: ____ Excellent; ____ Fair; ____ Poor.

How did you acquire competency in English? _____

Language(s) in your specialty

Reading: ____ Excellent; ____ Fair; ____ Poor.

(Language 1) **Writing:** ____ Excellent; ____ Fair; ____ Poor. **Speaking:** ____ Excellent; ____ Fair; ____ Poor.

How did you acquire competency in the language: _____

Reading: ____ Excellent; ____ Fair; ____ Poor.

(Language 2) **Writing:** ____ Excellent; ____ Fair; ____ Poor. **Speaking:** ____ Excellent; ____ Fair; ____ Poor.

How did you acquire competency in the language: _____

Part 4. THE PROJECT PROPOSAL

PROJECT MATERIALS Provide the following along with this application form and the curriculum vitae mentioned in **Part 2** above: ☐ A one paragraph summary / abstract of your proposed research; ☐ A detailed project proposal, limited to **no more** than three, single-spaced pages; ☐ A bibliography which indicates works you have consulted for your project proposal.

EXPLAIN WHY THE LIBRARY OF CONGRESS IS AN APPROPRIATE VENUE FOR YOUR RESEARCH (limit to a one paragraph, attached statement). NOTE: As part of the application review process, Library of Congress staff specialists and curators will have an opportunity to comment on this aspect.

Part 5. REFERENCES

Distribute a Reference Form and copy of your research proposal to three people who are familiar with your work. Indicate their names, telephone numbers, and Email addresses here. **NOTE:** Broad comments that only address the applicant's general knowledge or character are not particularly useful in the evaluation process. Please insure that reference letters arrive **NO LATER** than two weeks after the application deadline.

Reference 1 NAME: _____ **Phone:** _____ **Email:** _____

Reference 2 NAME: _____ **Phone:** _____ **Email:** _____

Reference 3 NAME: _____ **Phone:** _____ **Email:** _____

Part 6. OTHER INFORMATION

Do you have any special needs regarding access or space requirements? Please explain: _____

How many months of residency do you seek in this fellowship program? _____. Would you accept less than your desired number? _____

APPLICANTS FOR THE LC KLUGE STAFF FELLOWSHIP (the following applies ONLY to Library of Congress staff members). Please attach a separate statement that

G Explains how you acquired your specialized subject, regional, and / or language expertise;

G Describes your current LC position and explains why your proposed research can **NOT** be done as part of your regularly assigned duties;

G Gives the month and year of the start of your LC employment (applications that lack this information will be returned).

Also, have your supervisor and division chief sign the Notification Form, indicating that they are aware of your interest in the LC Kluge Staff Fellowship program.

Part 7. CERTIFICATION

I certify that the information given above is correct to the best of my knowledge.

Signed: _____ **Print name here:** _____

Date: _____

INSTRUCTIONS

Supply answers to all questions. If a question is not applicable, please mark it "N/A"

Submit other required materials such as the curriculum vitae, project abstract, project proposal, and bibliography along with the application. Supplementary material not specifically requested as part of the application will be discarded.

Keep in mind that application materials will be reviewed by a panel of scholars. The panel will consider your application in relation to as many as 30 or more other applications. They will consider your experience, your record of scholarly activity, your professional accomplishments, the likelihood that you will be able to complete and publish your research, and most of all, the significance of what it is that you propose the research. Remember too that you have to demonstrate how important it is to your research that it be done specifically at the Library of Congress. All resident research programs require full time attendance at the Library of Congress; grant funds may not be used to work elsewhere.

Insure that your selected references have enough time to consider and comment on your proposal and to submit their letters of reference to the Library by the program deadline date. Letters of reference are more highly regarded if they address the specific proposed activity and how well the candidate is suited to undertake it, as opposed to being simply letters that verify character, limit comments to previous work, or make only general observations on the topic.

Applications must be post-marked by the deadline date in any given year of competition. Because of continuing mail delivery delays, applications may be emailed to: **scholarly@loc.gov**, or faxed to: 202 707-3595 in order to insure submission by the program deadline date. If faxed or emailed, the original, signed application form **must be mailed and received at the Library within three weeks of the application deadline**.

If applying for the Kluge Fellowship program, send application and all supporting materials by **August 15** to: Kluge Fellowships Program, Office of Scholarly Programs, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-4860

If applying for the Rockefeller Fellowship program, send application and all supporting materials by **September 30** to: Rockefeller Fellowships Program, Office of Scholarly Programs, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-4860

If applying for the Kissinger Chair program, send application and all supporting materials by **October 1** to: Kissinger Chair Program, Office of Scholarly Programs, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-4860

If applying for the LC Kluge Staff Fellowship program, send application and all supporting materials by **February 14** to: LC Kluge Staff Fellowships Program, Office of Scholarly Programs, Library of Congress, 101 Independence Ave., S.E., Washington, DC 20540-4860

Library of Congress Office of Scholarly Programs / John W. Kluge Center

GENERAL REFERENCE FORM FOR RESIDENT RESEARCH PROGRAMS

1. APPLICANT

NAME Last: _____ First: _____ Middle: _____

2. PROGRAM Indicate the program for which reference is being made

- ☐ **Larson Fellowship program** Deadline: May 15 (6-12 months residency)
- ☐ **Kluge Fellowship program** Deadline August 15 (6 - 11 months residency)
- ☐ **Rockefeller Fellowship program** Deadline September 30 (5 - 10 months residency)
- ☐ **Kissinger Chair program** Deadline October 1 (10 months residency)
- ☐ **LC Kluge Staff Fellowship program** (Open to Library of Congress staff **ONLY**)
Deadline February 14 (12 months residency)

3. REFERENCE INFORMATION

NAME Last: _____ First: _____ Middle: _____

PHONE: _____ **FAX:** _____ **Email:** _____

CURRENT POSITION

Position/Title/Rank: _____

Name of Institution or Organization: _____

Street Address: _____

City: _____ State: _____ Zip or Postal Code: _____ Country: _____

3. INSTRUCTIONS

In a general statement not more than two pages in length, individuals providing references are requested to cover the following information:

- ☐ *How long and under what circumstances the reference knows the applicant*
- ☐ *Applicant's background, including professional qualifications and activities*
- ☐ *Applicant's level of competence to work with the proposed language materials and/or subject matter*
- ☐ *Merits of the applicant's proposal and significance of the proposed research*
- ☐ *Proposal's relation, if any, to earlier research performed by the applicant*
- ☐ *Project's potential to reach a wider audience*
- ☐ *Appropriateness of the Library of Congress as a venue for the proposed research*
- ☐ *Applicant's ability to carry out the project as designed*

Send this form together with the general reference statement to:

BY MAIL:

[Program Name]
Office of Scholarly Programs
Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4860

BY FAX:

202 707-3595
Attention: [Program Name]

BY EMAIL:

scholarly@loc.gov